D E L A S C A N

February 10, 1966

Youth Education Section

Arbor Day - March 7: With Arbor Day less than a month away, plans for it are well under way for the Department's three gardens.

At South Coast the Los Angeles Bay-Harbor District Garden Clubs (8 clubs) are taking on the program and have given $90.00 for specimen trees to be planted on Arbor Day.

Descanso Gardens will be planting a Podocarpus elongata, gift of the La Crescenta Women's Club Juniors, and will have John Scott Trotter of musical fame as Master-of-Ceremonies for the program.

The Arboretum is fortunate in having as Mistress-of-Ceremonies, Mrs. V. T. Gilchrist, State President-elect of the California Garden Clubs, Inc. Three varieties of Hawthorns will be given to the Arboretum by the Aero Mayflower Transit Company, Inc. in honor of the hawthorn blossoms decorating the name on the Pilgrims' ship, Mayflower.

Cassia leptophylla seedlings are being grown by Monrovia Nurseries to be given to the expected 3,500 children who will attend the Department's Planting Ceremonies.

Youth Workshops: The regular winter program is well under way. South Coast is having two school trips per week and has an enthusiastic bunch of twelve 4th and 5th grade boys and girls involved in a Plant Propagation Workshop, directed by Lydia Birt. Three top-flight volunteers are doing all this, and Joy Leighton is the "communication center" and a very good one. Phyllis Norris and Charlotte Rowland are taking the school trips.

Tak Niiya is enjoying some volunteer help at Descanso Youth Education from Glendale Junior College. Also, Mrs. D'Autremont continues and enlarges her work of Scout Counseling at Descanso. The Roosevelt School Handicapped Children are producing better plants than ever before. Tak is carrying five workshops and still manages to find time for improvement - this time a small much needed lath house.

Lasca's workshops are going full blast, too. Don Herman is shaking up the Gardening and Garden Skills classes by new plants to plant; cereal grasses, ornamental grasses, eggplant, and flowers. Planting by 'phases-of-the-moon' is producing a lot of interest and could prove the old-timers right.

We now have two fine volunteers teaching Indoor Garden classes, Mrs. Fisk and Mrs. Zabriski. Lasca Youth Education has just received a generous gift of money to provide an additional teacher for summer workshops. This comes from the Pasadena Town and Country Garden Club, through Glenn Hiatt's interest in our behalf.

Business is definitely GOOD in this Section!!!

Library Listings

Backer The flora of Java, Vol 2 641 p 1965
Billings Plants and the ecosystem 154 p 1964
Drake Lacebugs of the world 634 p 1965
Leonard Map of the extent of floristic exploration in Africa 7 p 1965
Leppik A pathologist's viewpoint on plant exploration & introduction 5 p 1965
Melendez Plantas medicinales de Puerto Rico
Polunin & Huxley Flowers of the Mediterranean 257 p 1965
Poole & Adams Trees and shrubs of New Zealand 250 p 1963
Pryor & Willing The vegetative propagation of Eucalyptus 10 p 1963
Rodgers John Torrey, a story of North American botany 352 p 1965
Sporne The morphology of Pteridophytes 192 p 1962
U.S. Dept. Housing and Urban Development Beautification aids for urban areas as provided in the Housing and Urban Development Act of 1965 8 p 1965

Employee Editings

We welcome the following new employees at the Arboretum: Dr. Pen Ching Cheo, our new Plant Pathologist, comes to us from Washington State where he did research on plant viruses.

Our new Park Maintenance Man Helpers are Mr. Howard Pabst of San Dimas and Mr. Charles Hewitt of Duarte.

At Descanso Gardens our new Park Maintenance Man Helpers are Mr. Gabriel Prado of Los Angeles and Mr. Alfonso Cervantes of South San Gabriel.

A HEARTY WELCOME TO ALL OF YOU!!!

We issue the address of Private John Provine, 23345111-P.L.T. 322 MCRD, San Diego, California 92140, for those who would care to write to him.

Insurance Benefit Plans

Your Payroll Clerk, Bernice McKeen, would like to call attention to the announcement made by the Los Angeles County Employees' Association (LACEA) Insurance Committee that Kaiser Foundation Health Plan, Roos-Loos Medical Group Health Plan, and the Constitution Life Insurance Company have agreed to Open Enrollment. This 'Open Enrollment' means you can join a program without completing a medical history statement or taking a physical examination. Ordinarily, waiving these requirements is a privilege afforded only to County employees who have worked for the County less than 60 days. Many times members of LACEA are not aware of the availability of these programs during their first 60 days of employment. Your application for any of these programs must be in the LACEA office by March 1, 1966 in order for your enrollment to be accepted. Remember - coverage will be effective April 1, 1966.

From the Foundation

Results of the Staff Social Committee Election!!

Chairman, John Valadez
Vice-Chairman, Bobby Vargas
Secretary, Marge Wood
Treasurer, H. Zimmerman

CONGRATULATIONS TO ALL OF YOU!!!

MEMBERS TOUR - Saturday, February 19, 1966, 9:30 a.m.

Members, guests, and the Arboretum staff are invited to meet at 9:30 a.m. in the Lecture Hall for a short social period and a cup of coffee. At 10:00 a.m. the tram will take us to the Children's Education section to meet Mrs. Gertrude Woods who will conduct a tour of the Education Department's greenhouse and work shop and explain the educational program offered to the young folk. We know you will be delighted and proud of the progress made by our young "Green Thumbers."

LECTURE - Friday, February 25, 1966, 8:00 p.m.

Mr. Frank Halvorsen, retired Head of the Arboretum Information Section, will present an illustrated program of a recent trip to New Guinea and the Territories of Papua. Through the courtesy of the Forestry Department, Mr. and Mrs. Halvorsen were in places rarely reached by tourists. This gave them an opportunity to search for fire-retardant trees to add to the research project of the Arboretum. Please call the Foundation office at 447-8207 for reservations. Admission fee is $1.00 for Foundation members, $2.00 for guests and 50¢ for students and staff.

SOUTH COAST BOTANIC GARDEN - Everyone, including Joy, is out in the field planting 500 flowering fruit trees.

Resumé of Departmental Instructions No. 3-A

Subject: Absence and Illness Policy

1. Whenever an employee must be absent from his job for any reason other than sickness or emergency, he must obtain his supervisor's approval at least one week prior to the anticipated absence.
2. When an employee is absent due to sickness or emergency, his supervisor should be notified prior to 8:30 a.m. on the first morning of such absence and no later than 11:30 a.m. If the Department received no notification of absence, the employee shall be presumed to be taking an unauthorized absence. In addition to contacting his supervisor on the first morning of his absence, the employee must call him on each succeeding Monday until back to work.
3. If an employee has over 3 consecutive unauthorized work day absences, he will have a "break in service." This means:
   a. Employees continuous service date (anniversary date) will be changed to the date of his return and he will not receive a step advance until one year from that date.
   b. All earned sick leave is lost.
   c. He will have no 75% or 50% sick leave benefit until he has been back to work for a period of 2 years.
   d. All earned vacation for the current calendar year is lost. Carry-over vacation earned but not taken off is not lost.
   e. An employee will not receive 3 weeks vacation until he has worked 5 years following his return from an unauthorized absence of over 3 days.

NOTE: Employees should realize that change in service dates is a serious matter. An employee's status would revert to that of a new employee with the possible exception of retaining his higher step level and his retirement benefits.

4. All employees who are absent due to illness or personal injury (not an industrial accident) or due to death in their immediate family must fill out and sign a report of Illness or Injury form (No. 76R335) at once on his return to work and give to his supervisor.
   a. Employees who are off work due to illness, 3 days or less, should have the report of Illness or Injury form signed by a physician, or a competent person acquainted with the facts (wife, husband, close relative).
   b. Employees off work due to a longer illness must have the report of Illness or Injury form signed by a physician.
   c. In certain cases, at the discretion of the Department Head or his supervisors, the employee will be required to have his attending physician sign the Report of Illness or Injury Form. Such cases as extensive history of absence, absence that lasts longer than one week, two weeks; where the employee has used up all 100% sick leave benefits and is taking 75% or 50% sick leave even though his absences may only be for a one day period.
   d. No employees will receive 75% or 50% sick leave benefits until all accrued and current 100% sick leave benefits are exhausted.
5. All employees having 6 months of continuous active service may use their 100% sick leave for non-emergency medical or dental care. 75% or 50% sick leave may not be used for this purpose.

LHW:MVF

D E L A S C A N March 10, 1966

Arbor Day

Your Department has just been host to 2,645 children in honor of Arbor Day and Conservation Week.

On Saturday, at South Coast Botanic Garden, 225 people heard Supervisor Kenneth Hahn speak with great conviction on the multiple values of trees. Myron Floren, a new resident of Rolling Hills, also spoke briefly, and with his five young daughters led the way to the gift tables of Dodonea seedlings donated by the Yata Nursery of Torrance. The District Garden Clubs of the area gave a check of $109 for the trees planted at the ceremony. Don Woolley and his entire staff were gracious hosts, and Mrs. Frances Young greeted the guests and the assemblage on behalf of the Foundation.

Descanso reports a particularly smooth program on Monday afternoon. The band was terrific and the crowd of 870 was interested and responsive. The Men's Garden Clubs of America gave a "Sarvistree" and the La Cresenta Women's Club Juniors gave a Podocarpus to the Gardens. These were planted by Tak's garden students. John Scott Trotter emceed. Supervisor Warren Dorn and other Guests of Honor spoke briefly. Tabebuia seedlings and Edison Tree Books were given out to children.

LASCA had a good time too! Monday afternoon 1,550 children and Youth Leaders assembled in the forecourt to hear the Foothill Junior High Band and the imposing list of VIP Guests, each of whom made a meaningful presentation. Deputy Supervisor Joseph Covell read an original poem he had written for the occasion. Dr. Armen Serafian, Vice-President of California Conservation Council ,challenged the youth to keep their country clean and green.

The Arboretum District Garden Clubs gave an Arbor Day Tree Contribution Box for year-round use and initiated it with a check for $25.

The Aero-Mayflower Transit Company, Inc. gave three specimen Hawthorns. Hawthorn's common name in England is Mayblossom or Mayflower for which the Pilgrims named their ship. Don Herman's greenhouse and garden students did a fine job of planting the Hawthorns and an onstage demonstration showing how the seedling trees should be planted.

Cassia seedlings were given out with the Edison Tree Books. Rosedales gave the seedlings for both Descanso Gardens and the Arboretum.

These three public programs are due to the care and cooperation of a tremendous number of people. Special "thanks" to everyone of you!

From the Foundation

Attention is called to the 'Stroll Through the UCLA Japanese Gardens' in Bel Air, on Sunday, March 13; buses leaving UCLA Parking Structure #3, corner of Sunset Boulevard and Hilgard, West Los Angeles at 9:30 a.m., 11:00 a.m., 12:30 p.m., 2:00 p.m., and 3:30 p.m. Fee is $2.50. Tickets may be obtained from the Foundation office.

A "Flower Painting" Lecture will be given at 8:00 p.m. in the Lecture Hall on April 7 by Mrs. Jeanne Holgate from Sussex, England. She has held the position of official artist to the Royal Horticultural Society in London for the past twelve years. Staff members may attend the lecture for 50¢.

Announcement from Lee Wakeman

On Wednesday, April 6 between the hours of 8:30 a.m. and 11:00 a.m. the Department will examine decentrally potential candidates for summer or weekend employment. Candidates must be at least 18 years old or older; in good physical health, and must have six months paid experience or the equivalent of six months experience or six months in a training program.

Family Addition

The entire staff CONGRATULATES Mr. and Mrs. James Cochran on the birth of a baby girl very recently. Baby has been named 'Carol Ann.'

Library Listings

California University Ag. Ext. Div., Los Angeles County. Inventory of trees available at wholesale in Southern California 28 p 1965.
Gilmour and Allen Microbiology and soil fertility 164 p 1965.
Giese Cell physiology 592 p 1962.
Harley The biology of mycorrhiza 233 p 1959.
Jeppe Trees and shrubs of the Witwatersrand 309 p 1964.
Kingdon-Ward Burma's icy mountains
Lape A garden of trees and shrubs Practical hints for planning and planting an arboretum 129 p 1965.
Lamb Sagas of the evergreens 364 p 1938.
Perry's Plants Available trees-1965 (nursery listings) 1965.
Pacific Gas and Electric California's historical monuments 48 p 1965.
Taylor Plant drugs that changed the world 275 p 1965.
Vandercook King cane 192 p 1939.
Bonner The molecular biology of development 155 p 1965.

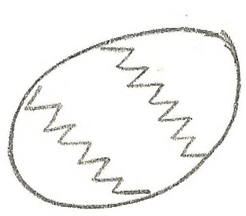
Staff News

The department would like to welcome the following new employees: Mr. Richard Sanchez is a PMMH at South Coast; Mr. Alfonso Cervantes and Mr. Gabriel Prado are also PMMH but are working at Descanso Gardens; Mr. Howard Pabst and Mr. Charles Hewitt are the PMMH at the Arboretum. We hope all of you enjoy being a part of these facilities.

Robert Moore has left the Arboretum to go back to school. Good luck to you, Bob!

Johnnie Carter, our genial Custodian, is in the Queen of the Angels Hospital, 2301 Bellevue, L. A., room 1007. He is to be operated on as this goes to press for an ulcer. Cards would be appreciated.

Miss Louise Marian Dupuis has invited the staff to attend her marriage to our Dr. Robert Lee Gonderman on April third at eight o'clock in the evening at the Chapel of the Roses, sixty-one North Hill Street, Pasadena. Reception following the wedding.




D E L A S C A N



April 8, 1966

Youth Education

Population explosion is featured around the Upper Lagoon these days. Swans, Canada Geese, Coots, and Mallards are nesting. Humming birds are ready to leave the nest and Vireos about to hatch a new family. The Orioles are back at the feeders and White Crowns and Juncos leaving for the north.

Sunday, March 27, the Children's Workshop "Plant Propagation" from South Coast Botanic Garden visited the Youth Section at the Arboretum. Their instructor, Lydia Birt, and their parents came, saw, and were completely conquered. They want more workshops down there - and soon!

Plans are moving ahead to complete the children's greenhouse and establish a permanent outdoor work area by summer.

On April 26 and 28 curriculum personnel from six Bay-Harbor Districts will visit South Coast Botanic Garden to audit a school field trip and make evaluations in respect to the needs of their next year's programs for school trips.

At Descanso the gardens for the handicapped children show more growth than ever before and Tak's workshop gardens are a credit to all. He has recently built a small lath house, a much needed addition to the facility.

At the Arboretum Don Herman is having classes plant small plots of cereal grasses for observation. Pumpkins and cucumbers are up and eggplant, peppers, and okra are putting up a good fight against birds and smog.

From the Business Office

Beginning with the May 25, 1966 pay check the Auditor's office will determine the amount payable to each employee. Hitherto it has been the responsibility of the department Payroll Clerk to figure all deductions for every employee and report the amount to be paid on an Earned Salary Advance (ESA). From now on, the Payroll Clerk will not have any responsibility for employee deductions. If there is any question as to deductions the Auditor's office will be the one to contact. Only the gross amount will concern the Payroll Clerk.

In the near future each employee must complete a new W4 Form (a statement of the number of exemptions claimed for Income Tax purposes). All of this is necessary due to a new system of withholding Federal Income Tax from wages which will go into effect on May 1, 1966.

The rates at which taxes are withheld have been changed to more closely approximate the amount that must be paid so that employees will not have to pay so much at the end of the year. Although deduction rates may increase slightly for some employees, there is no tax increase and any over payment will be refunded at the end of the year. More about this later.

From Lee Wakeman

I should like to call your attention to the new benefit approved by the Board of Supervisors regarding the $5.00 plan for all County employees beginning June 1. This may be the beginning of a fully-subsidized plan in the future.

Some pertinent facts about the "Overtime Authorization and Report" form being used in our department.

1. Should be filled out by the employee's supervisor who assigned the work.
2. Should then be signed by the Division Head as approval.
3. Should be sent to the office of the Executive Assistant for reviewing to make certain form is complete.
4. Written authorizatiom must be had before overtime work may be performed and must also be had before the overtime can be taken off.

Library Listings

Barnes Pest and disease control for and nectarines 18 p 1966
Bryan Navajo native dyes 75 p 1940
Chapman Diagnostic criteria for plants and soils 739 p 1966 (extensive Univ. Calif. study)
Fanshawe Fifty common trees of Northern Rhodesia 180 p 1962
Felton California's many climates 169 p 1965
Greensill Gardening in the tropics 272 p 1964 (Africa)
Kunkel The trees of Liberia 270 p 1965
Lewis With every breath you take 322 p 1965 (air pollution)
Leopold The desert 192 p 1962
Ohwi Flora of Japan 1067 p 1965
Richards The tropical rain forest 450 p 1964
Strafford Essentials of plant physiology 216 p 1965 (good studen reference)
Virology (newly subscribed monthly)
Whitaker Torrey Pines State Reserve 61 p 1964

"Newsy Notes"

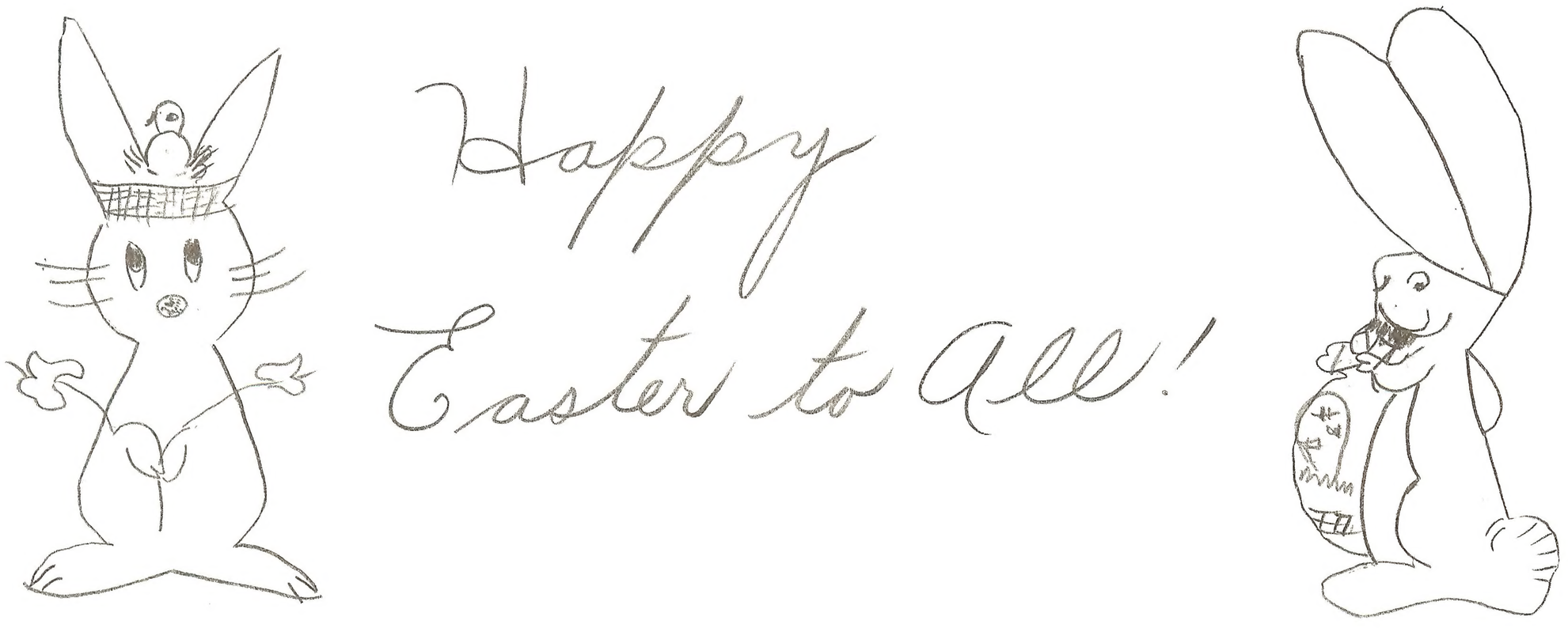
Bob Gonderman and his bride are on a honeymoon to the Carmel area, so this reporter learned.

Earl Ross is the new PMMH at the Arboretum. Welcome to the staff, Earl!

As of going to press we learn that Mr. Spalding, Arboretum Superintendent, is improving at the Maryknoll Hospital in Monrovia after having a very difficult time trying to breathe. We are all hoping you continue to be more comfortable.

Johnnie Carter, our amiable Custodian, is home after an operation. He, too, is convalescing nicely.

Welcome back to Frances Raitt!! It was pleasant to hear your voice this morning.



D E L A S C A N May 10, 1966

Youth Education

This is the year of the BATTLE OF BUGS, the FIGHT WITH THE FINCHES and who would like to take on A GAGGLE OF GEESE THAT GOBBLE LETTUCE? Besides growing flowers and vegetables we are also growing gardeners and many young people have had a satisfying experience.

Summer planning indicates that many more children will have personal experience in the fields of nature and horticulture. Descanso will have 9 workshops for children, and has arranged for 2 summer school classes of 25 each to meet 2 hours a day for 6 weeks at the Hospitality House. Tak Niiya will direct their field studies of the Chaparral. These classes come from the La Canada School District with their teacher, Judy Hines.

South Coast Botanic Garden is cooperating in every possible way to help establish Youth Education activities and facilities. The staff is doing prepatory work on retaining walls and grading for the potting yard in front of the Children's Greenhouse. The latter has been reglazed, shaded, and connected with power and gas lines. The slab will be poured this month, and paid for with gift funds. A garden plot is being readied.

Lidia Birt, volunteer instructor, who has just completed the first Children's Workshop there, has volunteered a day per week this summer to establish the first summer program for South Coast.

On April 26 and 28, Elementary Curriculum heads from 6 Bay-Harbor area districts met at South Coast to audit school field trips for evaluation. The Foundation graciously served coffee during the discussion periods afterward.

LASCA plans 18 Junior Workshops this summer, and has been most fortunate in securing help. Don Herman is taking full responsibilities for the summer schedule. Two student teachers are taking on 8 classes each. This was made possible by a gift of money from the Pasadena Garden Club. Mrs. Midori Brown, graduate student at U.C.L.A., will teach Life in the Lagoon and Plant Adventures. Mrs. Ann Henry, a graduate student from Redlands and Azusa Pacific, will teach Art in Nature, Exploring Nature, and Beginning Nature. In addition to this, Nancy Zabriski, CAF member who has done so much for Youth Education, volunteers for 4 workshops in Plant Adventures.

All staff families are invited to register children in any of the workshops. Write your request for information, and you will get it together with registration form on June 2.

From the Foundation

The Foundation Annual Membership Meeting will be held on Tuesday afternoon, May 17, 1966 in the Lecture Hall. Our guest speaker will be Mrs. Sima Eliovson, world renown gardener and lecturer from South Africa. Her program "Southern African Wildflowers" will be illustrated with colored slides.

Mr. Dieter Wilkin, who will graduate from college in June, is taking the position in the smog-control research, formerly held by the late Mr. Noble. He will be working under the National Institutes Health Grant administered by the Foundation. Welcome!!

New items at the Foundation Book Shop include the following:

Western Fertilizer Handbook - $2.04. (A guide to increased efficiency of land use with improved technology in the use of pesticides, fertilizers, and agricultural minerals.

Editions of Sunset Garden Books - $2.04.

From the Gatehouse

Welcome to the new Head Arboretum Information, Dave Dutton!! Dave comes to us a graduate in journalism from the University of California, Los Angeles. He was editor of Westways, did free lance writing, and book selling. We have hopes that - just - maybe - you'll take over the editing of the DELASCAN??

CONGRATULATIONS are in order for one Al Krueger who was just made Senior Arboretum Information Aid or should I say, "Senior Tour Guide?"

South Coast Botanic Garden

From Don Woolley, supervisor, we learn that 6 more acres of new lawns are in and showing green. Bird feeding and watching area is planted. More good things to come!

From Your Editor

It's with abject apology to Dr. Harry Walker that we now introduce him to the staff; we had all the information for last month - and - well - we just plain goofed.

Dr. Walker spent 3½ years in Cypris working for the United Nations Special Fund. Prior to that time he spent some 6 years in room with the Food Agriculture Organization, also for the United Nations. We are happy to have you with us.

For those who would like to write to Pvt. John W. Provine, 2234511, Bravo Company, #4 1st Ba. 2nd ITR, MCB Camp Pendleton, Calif. 92055 there is his address, neat as you please.

NOTE: All employees who qualify should apply for the Arboretum Gardener examination open for filing currently through May 20. Remember all applicants must be received not merely post marked by 5:00 p.m., Friday, May 20. Minimum requirements for this position are: 1 year gardening experience in an arboretum, botanic garden, plant research station or horticultural establishment or any combination of the above.

Library Listings

Arnheim Art and visual perception 485 p 1954.
Brown Useful plants of the Philippines 3 vols 1951-58.
Burcham Cattle ranching in the early days of California 22p 1964.
Essig A history of entomology 1020 p 1965.
Friis Orange County through 4 centuries 225 p 1965.
Glass Science and ethical values 101 p 1965.
Gray The encyclopedia of the biological sciences 1119 p 1961.
Harrison Know your trees and shrubs (good color illustrations) 199 p 1965.
Kirby Vegetable fibres 464 p 1963.
Maxwell Phytopathology bibliography 1964.
Murata Practical bonsai for beginners 120 p 1964.
Nehrling My garden in Florida 2 vols 1944-46.
Schwanitz The origin of cultivated plants 175 p 1966.
Thomas Gardening in hot countries 207 p 1965.
Laycock The sign of the flying goose 299 p 1965.

S. O. S. DOES ANYONE HAVE THE FOLLOWING:

ECONOMIC BOTANY, Vol 19, No 2, Apr/June 1965.
GARDEN JOURNAL, Vol 15, No 4, Jul/Aug 1965.
ORCHID REVIEW, Vol 73, No 868, Oct 1965.
SOIL SCIENCE, Vol 100, No 6, Dec 1965.

D E L A S C A N

June 10, 1966

PICNIC NEWS

The Social Committee Chairman, Mr. John Valadez, and his crew, have organized an outstanding Annual Picnic to be held on July 17, Sunday from 12:00 noon to 6:00 p.m. at the Monrovia Nursery, 18331 East Foothill Boulevard, Azusa. The Monrovia Nursery graciously consented to make their facilities available exclusively for us. This year will be dedicated to the Kids (us grown-ups will go for the chow - more on this later). Bobby Vargas has been able to obtain an outstanding attraction - a funtabulous Circus Clown and his Show will be presented for the kiddies. The Show will start at 1:00 p.m. sharp so have the kids ready and in line by 12:30 p.m. They wont want to miss the show or favors; the show will last two hours after which the picnic goodies will be served immediately. Games, etc. for grown-ups will be in the next Delascan. Keep this date on your 'highlight of the season schedule' open. See you there!!

From the Business Office

Our thanks to Dr. and Mrs. Stewart and daughter, Mary Lee, for donating blood to our Blood Bank.

A welcome to our newest employee, Park Maintenance Man Helper, As Needed, Jay Domenico, who will work at the Arboretum.

Lee Wakeman would like to call attention to the following:

In a memo to all Department Heads Mr. Hollinger called attention to certain legal regulations governing unauthorized absences or action of County employees, in particular he indicated:

1. An employee who fails to report to work at his assigned station without advanced approval of his assigned supervisor cannot legally be paid for such absence, and will be subject to appropriate disciplinary action. This includes the temporary leaving of a work assignment, as well.

2. Any employee who reports for work and fails or refuses to perform his assigned duties during regularly assigned work hours cannot be paid and will be subject to appropriate disciplinary action.

Further, Mr. Hollinger was concerned that many employees may not be aware of the effects of any unauthorized absences on their status as employees and the benefits they may derive therefrom. The County Salary Ordinance indicated that any employee who is absent from his duties without leave for more than 3 consecutive calendar days (includ-ind weekends and holidays) has broken his continuous service and automatically:

1. Takes a new anniversary date and must begin again to earn his niext step advance if not already on the 5th step.

2. Loses all current year full and part-pay sick leave.

3. Loses all earned vacation if he has less than one year service.

4. Loses his credit toward the 3rd and 4th week of vacation if he has had no prior break in service.

Each of the above mentioned losses is mandatory under the law and cannot be waived.

Should you have further questions or have need for clarification of Mr. Hollinger's remarks, please contact your Personnel Officer.

Library Listings

Bonner and Varner Plant biochemistry 1054 p 1965
Chichester Research in pesticides 380 p 1965
Dodge Plants that changed the world 183 p 1959
Ellis The history of scent 192 p 1962
Grosch Biological effects of radiation 293 p 1965
Farm Chemicals Handbook 1966 522 p
Leopold The desert 192 p 1962
Linton Photographing nature 262 p 1964
Purvis Laboratory techniques in botany 371 p 1964
Richardson Physics in botany 325 p 1964
Round The biology of the algae 269 p 1965
Shomon Manual of outdoor conservation education 96 p 1964

LHW:mvf

D E L A S C A N December 9, 1966

From the Foundation

The Foundation Gift Shop has many interesting and inexpensive items that would be helpful for your Christmas shopping. The Herb Society is offering a delightful new Recipe Book with appeal to both men and women chefs. The Mockel Correspondence cards may be used as Holiday Season cards or may be given as a gift. Booklets such as Flowering Trees, Flowering Shrubs, California Tree Finder, and various home gardening books are available. Drop in and browse. The Welcome Mat is always out.

From the Library

"BOOK-OF-THE-MONTH." Kavaler. Mushrooms, molds and miracles. 318 p. 1965. Most readable and scientifically sound, this book for students and laymen covers a botanical area of unexpected vastness and importance to mankind. The final chapter on "the search for life" is especially timely; and there is a bibliography.

Spurr Forest ecology 352 p 1964
Record & Hess Timers of the New World 640 p 1943
Stearn Botanical latin 566 p 1966
Van Norman Experimental biology 243 p 1963
Whitaker and Davis Cucurbits 250 p 1962

EVENING CLASS PROGRAM

Courses commense the week of February 6 - 9, 1967 for Evening Classes. Elements of Supervision will be held at the Hall of Administration, Room 528 on either Monday, Tuesday or Wednesday from 5:30 to 8:30 p.m; Basic Psychology for Supervisors will be held on Monday, Room 471 Hall of Administration and on Thursday, Room 532 Hall of Administration from 5:30 to 8:30 p.m; Human Relations and Leadership will be held on Wednesday, Room 528 Hall of Administration from 5:30 to 8:30 p.m; and a course in Employee-Management Relations for Supervisors is to be held on Tuesday from 5:30 to 8:30 p.m. in Room 538,Hall of Administration.

On Monday Mr. Bill Hardy will give a course in Oral Communications, Room 538, Hall of Administration from 5:30 to 8:30 p.m; Business English on Tuesday, Room 532, Hall of Administration, 5:30 to 8:30 p.m; and Advanced Business English (Business Correspondence) will be held on Thursday at 5:30 to 8:30 p.m. Room 524, Hall of Administration.

From Descanso Gardens

Don't forget the Christmas Decoration Show going on at Descanso from now through Sunday; hours from 10:00 a.m. until 4:00 p.m. As usual this show is very interesting and many ideas for your Christmas can be gained.

Department Personnel

We wish to welcome to our facility at South Coast the following: James Noon, Grounds Maintenance Man; Harry Watkins, Jr., Grounds Maintenance Man; Kenneth Stuart, Ground Maintenance Man; and Nancy Hercus, Don's new Girl Friday. Also news of South Coast informs us that Joy Leighton left to be married, and James Buchannon left to accept a position elsewhere.

At Descanso Gardens Fernando Ramirez was reinstated, and John Collado was hired as Custodian. Welcome to both of you!!

Several Tour Guides have been hired at the Arboretum; Don Nichols, John Jordan, Walter La Gier, and George Kooshian, Jr. The Ground Maintenance Men at the Arboretun include the following: Ray Schraeder, Gilbert Schoren, Hideo Abe, and Don Francisco. Gloria Johnson is our new Typist-Clerk in the Research Department. Welcome to all!! Those who have left the Arboretum recently are: Gilbert Reyna, transferred to Parks and Recreation; Dave Dutton to help in the family business; Gerry Patten, retired; and Don Herman (so the bird has it) to Parks and Recreation on December 12. Good wishes and good luck to all of you in your new status.

JACK McCASKILL wants to know who may be interested in running for the L. A. County Employees' Association as a Representative. Please get in touch with him.

- Tear Off and Give to Marge Wood - - - - - - - - - - - - - - -

STAFF CHRISTMAS PARTY

DATE : December 22, 1966
TIME : 12:00 noon to 2:00 p.m.
PLACE: Service Unit

Entertainment, gifts, and an excellent luncheon is on the agenda. An Insto-matic Camera will be the main prize.

Please check the choice you wish to have for the entree.

BEEF ☐ HAM ☐

Your Social Committee